

You can prepare for a potential terrorist attack in much the same way you would for a blizzard that could knock out electricity and confine you to your home. The American Red Cross recommends putting together a FAMILY DISASTER PLAN and DISASTER SUPPLY KIT.

### CREATING A FAMILY DISASTER PLAN

- Plan how your family would stay in contact if separated by disaster, or if you can't return home for some reason.
  - Meet with family members and discuss the dangers of possible emergency events, including fire, severe weather, hazardous spills, and terrorism and how you will respond to each emergency.
  - Prepare disaster supply kits for home and travel.
  - Post emergency numbers by every phone. Teach children how to make emergency and long-distance phone calls.
  - Identify a meeting location near your home if you can't return home.
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- Identify an alternate location if you can't return to the area.
  - Identify an out-of-state friend or relative as a contact person for everyone to call.
  - Learn first aid/CPR from American Red Cross.
  - Meet with your neighbors to discuss potential disasters.
  - Keep family records in water and fire-proof containers.
  - Learn about your child's individual School Emergency Plan.
  - Each Brookline School has a plan tailored to their specific needs. Parents should know what they can expect from the school and what is expected of them.
  - Know how information is relayed to parents in an emergency and keep the school up-to-date on emergency contact information.

### Disaster Supply Kits

In addition to preparing a home disaster kit, place supplies needed for an evacuation in an easy to carry container.

### Water

- One gallon per person per day (for drinking and food preparation/sanitation) in plastic

containers.

- Stock at least a three-day supply per person.

### Food

- Three-day supply of non-perishable food that requires no cooking, refrigeration or water (i.e. canned meats, vegetables, fruits, soup, juices, cereal, cookies, candy, crackers, vitamins).
- Food for infants or persons on special diets.

### First Aid Kit

- Assemble a basic kit for home and car. Include: antiseptic, soap, bandages, gauze, tape, scissors, latex gloves, needle, tweezers, sunscreen, aspirin pain reliever, antacid, anti-diarrhea, etc.

### Clothing and Bedding

- One complete change of clothing per person
- Sturdy shoes
- Thermal underwear
- Rain gear, hats, gloves
- Blankets or Sleeping Bags

### Tools and Supplies

- Basic tools: hammer, pliers, wrench
- Battery-operated radio with spare batteries
- Flashlight with spare batteries
- Cash/travelers checks
- Manual can opener
- Utility knife
- Compass/map
- Chlorine/disinfectant
- Fire extinguisher
- Plastic plates, cups, utensils, garbage bags
- Masking tape/plastic sheeting
- Signal flare and whistle

### Special Items

- Infant diapers, bottles, formula, medication
- Soap, toilet paper, personal hygiene items
- Prescriptions/special medications
- Contact lenses/eye glasses/dentures
- Pet care items
- Matches (in waterproof container)
- Important personal documents (in waterproof container, include passport/birth certificate, wills, account numbers, household inventory)
- Extra set of car and house keys.
- Smoke detectors (check batteries regularly)
- Make sure car gas tank is at least half full.

### BUSINESS PREPAREDNESS

The following are some basic steps that businesses should take to prepare for an emergency:

- Prepare backups and store offsite all computer records, such as payroll, inventory, etc.
- Develop and display an evacuation plan and test this plan regularly. Identify employees that can serve as team leaders. Team leaders should be trained to assist fellow employees in an emergency.
- Prepare employee rosters with emergency contact information.
- Maintain sufficient insurance coverage for your business.
- Identify critical business functions that absolutely must continue and develop a process to ensure these will carry on.